

CHAPTER 9  
LAW ENFORCEMENT OFFICER TRAINING REIMBURSEMENT

[Prior to 11/30/88, see City Finance Committee[230] Ch 6]

**545—9.1(384) Eligible reimbursement.** Cities and counties are eligible for reimbursement of law enforcement officer training costs for law enforcement officers who have resigned. Training costs for officers fired, retired, or disabled shall not be eligible for reimbursement.

**545—9.2(384) Reimbursable costs.** Costs eligible for reimbursement include all necessary and actual training costs not otherwise recovered which were incurred after July 1, 1980, to comply with the minimum requirements of Iowa Code chapter 80B. To the extent funding is available, costs incurred for approved advanced law enforcement training are also eligible for reimbursement. Advanced law enforcement training costs must be approved by the local governing body and deemed legitimate, necessary and proper by the director of the department of management.

Reimbursable training costs include mileage, food, lodging, tuition, compensation of the officer in training and the compensation of a replacement officer while the officer is in training. Mileage, food and lodging costs are reimbursable at the rates normally reimbursed by the claimant to other employees for work related travel. Compensation of the officer in training and the replacement officer(s) includes wages and employer paid payroll taxes, insurance and pension contributions. However, the reimbursable compensation of the replacement officer(s) shall not exceed the reimbursable compensation of the officer in training.

Other costs eligible for reimbursement include those required by the training facility such as training uniforms, supplies or equipment which were paid for by the claimant and not returned to or used by the claimant after training.

**545—9.3(384) Filing of claims.** Claims for reimbursement shall be filed on forms prescribed by the director of the department of management. Forms may be obtained from the department of management.

Claims for payment shall be filed with the Department of Management, State Capitol, Des Moines, Iowa 50319. Claims must be filed within 90 days after the officer has resigned. If a reasonable cause can be shown, the due date may be waived. Claims filed after May 15 of any fiscal year will be considered for reimbursement in the following fiscal year. No more than one claim may be submitted for each reimbursable expense.

Claims shall be signed by the mayor or chairperson of the board of supervisors and attested by the city clerk or county auditor.

**545—9.4(384) Documentation.** Claims for reimbursement of law enforcement officer training costs shall be accompanied by proper documentation. Such documentation may include copies of invoices, canceled checks, salary and benefits schedules and any other supporting documents deemed necessary by the city finance committee.

**545—9.5(384) Reimbursement percentage.** The amount of reimbursement shall be determined upon the length of service of the resigned officer after completion of law enforcement training as provided by statute.

**545—9.6(384) Payment.** Funds available for reimbursement will first be applied to approved claims for minimum law enforcement officer training required under Iowa Code chapter 80B. If the proceeds of the fund are insufficient to reimburse the total amount of the approved claims made during the year,

the reimbursements will be prorated. Any remaining funds will be applied to approved claims for advanced law enforcement training on a pro rata basis.

**545—9.7(384) Officer rehired.** In the event a resigned officer is rehired by the city or county within one year from the date of resignation, the total costs reimbursed to the city or county for law enforcement training of that officer shall be refunded to the law enforcement officer training reimbursement funds. The reimbursement for training costs shall be refunded within 90 days of the date of rehire and shall be accompanied by a letter of explanation.

**545—9.8(384) Decision appealed.** A city or county may appeal a reimbursement decision by the director of the department of management to the city finance committee. The appeal must be submitted in writing within 60 days from the date of notification of a decision from the director. Appeals shall be filed with the City Finance Committee, Department of Management, State Capitol, Des Moines, Iowa 50319.

These rules are intended to implement Iowa Code section 384.15.

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